

**Tasking Memorandum No. 00- 71**

**Memorandum For** Commanders, Defense Contract Management Districts, and Contract Administration Offices

**Subject:** Nominations for Single Process Initiative (SPI) Recognition Program Awards

**Suspense Date:** February 7, 2000

**Target Audience:** All Management Councils, CAOs, and supervisors of individuals making significant progress in SPI

**New Information/Guidance/Tools:**

- Nominations are requested for the third annual SPI Recognition Program. Details are included in the Nomination Guide. CAO Commanders should provide either nominations or a negative response by the suspense date.
  - To apply, a nomination package must be sent electronically, by the suspense date, and concurrently to the respective District POC and the HQ SPI Center.
  - Negative responses should be sent electronically to the respective District POC.
- There are six categories of awards. Four are available to Management Councils: Civil Military Integration, Supplier Mentoring, Acquisition Pollution Prevention, and International. The Increasing Participation category is intended for geographic CAOs most effective in this area. The recognition of Individual Achievement is new this year and is intended for those who have made significant contributions. Nominations must address specific criteria.
- CAO Commanders shall ensure that DCMC personnel involved in SPI implementation and members of Management Councils are aware of the opportunity to submit nominations for subject awards. Management Councils associated with small companies should be encouraged to apply.
- CAO Commanders shall send letters to their industry counterparts advising them of the opportunity to submit nominations for the Individual category. The attached template may be adapted for this purpose.
- HQ SPI Center will forward the nominations to the selection panels.
- An awards presentation ceremony is being planned for April 2000.

**Point of Contact for Further Information:**

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